

Privacy Notice

Version: 1.0

Effective Date: 8 May 2026

Review Date: May 2027

Document Owner: Bloomfield Street

Contents

1. Introduction.....	2
2. Who We Are	2
3. The Information We Collect	2
4. How We Collect Information	3
5. How We Use Personal Information	3
6. Lawful Bases for Processing	4
7. Profiling and Automated Processing	4
8. Cookies	5
9. Who We Share Your Information With.....	5
10. International Transfers	5
11. How Long We Keep Your Information	6
12. How We Protect Your Information.....	6
13. Your Rights	7
14. How to Exercise Your Rights.....	7
15. Right to Complain.....	7
16. Changes to This Privacy Notice	8

1. Introduction

Bloomfield Street is committed to protecting the privacy, confidentiality and security of personal information. We recognise the importance of handling information responsibly and transparently and are committed to complying with applicable UK and European data protection legislation, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and, where applicable, the EU General Data Protection Regulation (EU GDPR).

This Privacy Notice explains how Bloomfield Street collects, uses, stores and protects personal information when individuals engage with our services, website, communications or business operations.

2. Who We Are

Bloomfield Street (Sole Trader)

73 Hobson Street
Failsworth
Manchester
M35 0JF

Bloomfield Street is an operational infrastructure and consultancy business supporting organisations with operational improvement, governance, compliance, project delivery and business operations support.

For the purposes of data protection legislation, Bloomfield Street acts as a Data Controller in relation to personal information collected for its own business activities, including website management, enquiries, marketing, supplier management and client relationship management.

Where Bloomfield Street processes personal data solely on behalf of a client and under their documented instructions, Bloomfield Street acts as a Data Processor and processes information in accordance with contractual obligations and applicable data protection legislation.

3. The Information We Collect

The personal information we collect will depend on how individuals interact with Bloomfield Street.

This may include:

- Name
- Job title
- Organisation name
- Email address
- Telephone number
- Postal address
- Billing and payment information
- Enquiry details and correspondence
- Meeting notes and consultation records
- Website usage information
- Technical information such as IP addresses, browser type and device information
- Marketing preferences
- Supplier and contractor information

Where services require the handling of operational or governance-related information on behalf of clients, Bloomfield Street will only process information necessary to deliver agreed services and in line with contractual obligations.

Bloomfield Street follows principles of:

- data minimisation
- least access
- privacy by design
- confidentiality by default

We do not currently collect or process any special category personal data as defined under Article 9 UK GDPR.

Bloomfield Street services are not directed at children, and we do not knowingly collect personal information relating to children.

4. How We Collect Information

We may collect information through:

- Direct contact via email, telephone, website forms or meetings
- Consultation or booking systems
- Client onboarding processes
- Contractual and supplier arrangements
- Networking and business development activities
- Website analytics and cookies
- Social media interactions
- Third-party service providers acting on our behalf

5. How We Use Personal Information

Bloomfield Street uses personal information to:

- Respond to enquiries and provide services
- Deliver consultancy and operational support services
- Manage client relationships
- Arrange meetings, consultations and bookings
- Administer contracts and invoices
- Maintain internal business records
- Improve our website, services and customer experience
- Communicate relevant service updates or business information
- Meet legal, regulatory and professional obligations
- Protect the security and integrity of our systems and services

We will only process personal information where we have a lawful basis to do so.

6. Lawful Bases for Processing

Depending on the circumstances, Bloomfield Street relies on one or more of the following lawful bases:

Purpose	Description	Lawful Basis
Service and product delivery	Providing the services you have engaged us to deliver	Contract Art. 6(1)(b) UK GDPR
Marketing and communications	Sending you information about our services and updates	Consent Art. 6(1)(a) UK GDPR
Analytics and website improvement	Understanding how our website and services are used	Consent (via cookie consent) Art. 6(1)(a) UK GDPR
Customer support	Responding to your queries and requests	Contract Art. 6(1)(b) Consent Art. 6(1)(a)
Financial processing	Processing payments and maintaining financial records	Contract Art. 6(1)(b) UK GDPR
Legal compliance	Meeting our legal and regulatory obligations	Legal obligation Art. 6(1)(c) UK GDPR
HR and employment	Managing contractors or associates where applicable	Contract Art. 6(1)(b) UK GDPR
Research and development	Improving our products and services	Consent Art. 6(1)(a) UK GDPR
Credit and financial checks	Assessing financial standing where relevant	Contract Art. 6(1)(b) Consent Art. 6(1)(a)
Health and safety	Maintaining a safe working environment	Legal obligation Art. 6(1)(c) UK GDPR

Where processing is based on consent, individuals may withdraw consent at any time.

7. Profiling and Automated Processing

We use AI-assisted tools as part of our service delivery. Specifically, Claude AI (provided by Anthropic) may assist in generating recommended actions and producing report content based on information you provide.

This constitutes profiling under UK GDPR. We rely on your explicit consent as the legal basis for this processing (Art. 6(1)(a) and Art. 22(2)(c) UK GDPR). This processing does not produce solely automated decisions that have a legal or similarly significant effect on you, our team reviews all outputs before any action is taken.

You have the right to withdraw your consent to this profiling at any time by contacting us at enquiry@bloomfieldstreet.co.uk

8. Cookies

Our website uses the following types of cookies:

Cookie Type	Purpose
Strictly necessary	Essential for the website to function and cannot be switched off
Analytics and performance	Help us understand how visitors interact with our website
Marketing and advertising	Used to deliver relevant adverts and track campaign effectiveness
Social media	Enable social sharing features and interaction with social platforms

Where cookies are not strictly necessary, we will seek your consent before placing them. You can manage your cookie preferences at any time via your browser settings or our cookie management tool where available.

9. Who We Share Your Information With

We do not sell your personal information. We may share your data with trusted third-party service providers acting on our behalf, including:

- IT and cloud service providers
- Payment processors
- Marketing and advertising partners
- Analytics providers
- Legal and professional advisors
- Insurers

Named processors and tools we currently use include Google Analytics, Odoo, Claude AI (Anthropic), and Microsoft.

All third-party processors are subject to appropriate due diligence and are required to handle your information securely and in accordance with applicable data protection law.

10. International Transfers

Some of our service providers are based outside the UK and the European Economic Area (EEA), including in the United States. Where we transfer personal data internationally, we ensure appropriate safeguards are in place, which may include:

- Standard Contractual Clauses (SCCs) approved by the UK Information Commissioner
- An adequacy decision by the UK Secretary of State or the European Commission
- Other transfer mechanisms recognised under UK GDPR or EU GDPR

We conduct Data Protection Impact Assessments (DPIAs) for all suppliers that receive personal data outside the UK and EEA to assess and mitigate transfer risks.

11. How Long We Keep Your Information

Category	Retention Period
Customer data	6 years from the end of contract
Financial data	6 years from the end of contract
Marketing data	Until you opt out, plus 12 months
Analytics data	12 months
HR data	6 years from the end of contract
Applicant data	6 months from application
CCTV	Not applicable
Health data	Not applicable

Data is deleted by manual deletion following periodic review. We conduct retention reviews quarterly. Where retention periods are driven by legal obligation, we retain data for the minimum period required by law.

12. How We Protect Your Information

Bloomfield Street takes information security seriously and implements appropriate technical and organisational measures to protect personal information against unauthorised access, loss, misuse, alteration or disclosure. These measures include:

- Encryption of data at rest and in transit
- Access controls and multi-factor authentication (MFA)
- Pseudonymisation where appropriate
- Secure cloud-based storage
- Regular security testing and vulnerability assessments
- Role-based access principles
- Confidentiality expectations for contractors and associates
- Supplier due diligence and ongoing provider review
- Secure disposal arrangements
- Incident management and response processes
- Business continuity and resilience considerations
- Ongoing monitoring and review of systems and operational practices

We are committed to continually strengthening our information governance and cyber security maturity in line with recognised good practice and evolving operational requirements.

13. Your Rights

Under UK GDPR (and EU GDPR where applicable), you have the following rights in relation to your personal information:

Right	What This Means
Right of access (Art. 15)	You can request a copy of the personal information we hold about you
Right to rectification (Art. 16)	You can ask us to correct inaccurate or incomplete information
Right to erasure (Art. 17)	You can request deletion of your personal data in certain circumstances
Right to restrict processing (Art. 18)	You can ask us to limit how we use your data in certain circumstances
Right to data portability (Art. 20)	You can request your data in a structured, machine-readable format
Right to object (Art. 21)	You can object to processing based on legitimate interests or for direct marketing
Rights re automated decisions (Art. 22)	You have the right not to be subject to solely automated decisions with significant effects
Right to withdraw consent (Art. 7(3))	Where processing is based on consent, you can withdraw it at any time without affecting the lawfulness of prior processing

14. How to Exercise Your Rights

To exercise any of the above rights, please contact us at:

Email: enquiry@bloomfieldstreet.co.uk

We will respond within one calendar month of receiving your request. We may ask you to verify your identity before processing your request (typically account confirmation and one form of ID).

15. Right to Complain

If you are unhappy with how we have handled your personal information, you have the right to lodge a complaint with the relevant supervisory authority.

Jurisdiction	Authority
UK	Information Commissioner's Office (ICO) Information Commissioner's Office
EU	The supervisory authority in your EU member state of habitual residence or place of work

We would, however, appreciate the opportunity to address your concerns before you approach a supervisory authority. Please contact us first at enquiry@bloomfieldstreet.co.uk.

16. Changes to This Privacy Notice

Bloomfield Street may update this Privacy Notice from time to time to reflect changes in legal requirements, operational practices or services.

The latest version will always be made available through the Bloomfield Street website or upon request.